



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Agrirama Development Authority P. O. BOX Q Eighth Street Tifton, Georgia 31794	Application Number 80-365	
Application Number		Date Received SEP 12 1980	Date Completed SEP 24 1980
2. Person to Contact Evelyn Rigdon		Working Title Administrative Assistant/Bookkeeper	Telephone Number 912-386-3344
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 76		5. Records Series Title (followed by title used in office; if different) <u>Sales</u> Authority Daily Transaction Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Administrative Services Division is responsible for creation and providing direction and administration of all authority functions. The Division provides centralized accounting services, budget coordination and payroll, advertising, press relations, grant coordination, fund raising, marketing of souvenirs.</p> <p>The Accounting Section is responsible for recording and reporting cash receipts and disbursement of budget state funds, Federal Grants, donations, recording and reporting all collections from income of ticket sales, concessions, and country store.</p>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: recording the amount of revenue taken in from ticket sales to museum, country store, and concession stand. Included are: tally of daily attendance to museum, daily sales receipts from Country Store and concession stand.			
File is arranged: Chronologically by Fiscal Year; thereunder alphabetically by function; thereunder chronologically by month and day.			
8. Monthly Reference Rate		How often are records referred to which are:	
One to six months old _____ 25 _____; Seven to twelve months old _____ 10 _____; Thirteen to twenty-four months old _____ 0 _____; twenty-five months and older _____ 0 _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____ 2 _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. ANNUAL ANALYSIS OF VISITOR INFORMATION FILES
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ 1 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 _____ year(s); then
- ☒ Transfer to local holding area, hold _____ 2 _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	7/31/80		
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
			9-22-80
State Auditor/Designee		Secretary of State/Designee	9-22-80
Attorney General/Designee			